

**JOB DESCRIPTION**  
**MURFREESBORO BUILDING DEPARTMENT**  
**IMAGE MACHINE OPERATOR**

1. **JOB TITLE:** IMAGE MACHINE OPERATOR
2. **DEFINITION:** The position of Image Machine Operator requires an individual who is capable of exercising independent judgment and who possesses an educational background and/or experience in computer imaging/scanning. This is a part-time position. This employee will work under the supervision of the Director of the Building and Codes Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety-Sensitive; the employee is subject to reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
  - a. An Image Machine Operator must be capable of operating the following machines or systems: personal computer, computer network, scanner, photocopier, calculator, and telephone. An Image Machine Operator must also be able to use miscellaneous office equipment and accessories customarily used in an office environment.
  - b. The job location is in the Building and Codes Department. This is a smoke-free office environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Maintains an accurate computerized public records storage system in accordance with T.C.A. 10-7-121.
  - b. Scans paper plans and permit records onto CD Rom disks.
  - c. Maintains accurate index of stored records.
  - d. Copies data generated and stored within the computer system to the computer storage media daily.
  - e. Maintains duplicate set of CD Rom disk records and index in the city hall vault.
  - f. Assists the public and city personnel with research and reproduction requests.
  - g. Assists with maintaining the operation of the computer network system of the department.
  - h. Assists with research and acquisition of computer hardware and software.
  - i. Sits, stands, stoops and walks intermittently.
  - j. Lifts boxes weighing 25 pounds.
5. **EXAMPLES OF OTHER WORK TO BE PERFORMED:**
  - a. Answers telephone.
  - b. Assists in moving office furniture and computer equipment including fragile items.
  - c. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 18 years of age.
- b. Possesses high school diploma or equivalent; at least one (1) year of education in computer science at the collegiate level, or comparable experience, preferred.
- c. Must have the legal authorization to work in the United States.
- d. Possesses ability to quickly and accurately operate the City's imaging equipment, transfer the records and maintains a computerized records storage system without assistance.
- e. Possesses working knowledge of Microsoft Access and Microsoft Windows NT and 95.
- f. Possesses good human relations skills.
- g. Possesses excellent organizational skills.
- h. Possesses ability to access archive files to retrieve information.
- i. Possesses ability to report to work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- j. Possesses ability to perform duties of job at job location.
- k. Possesses ability to develop good working relationships with other City employees.
- l. Possesses ability to learn and use new skills and techniques as experience increases.
- m. Possesses the ability to read, write and effectively communicate with the public and co-workers as required in the performance of the job.

Non-Exempt  
Non-Safety Sensitive  
3/15/00